

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Finance (W&P) Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Revised Information – Published – Orders – Issued.

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FINANCE (W&P – OP) DEPARTMENT

G.O.(Rt.) No. 713

Dated. 23.11.2011.

Read the following:-

1. The Right to Information Act, 2005, (Act No.22 of 2005 Central Act)
Published in Gazettee of India (Extraordinary) vide Notification No.25,
Dt: 21.06.2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD, Dated. 30.08.2005.
3. G.O.Ms.No. 13, Finance (W&P) Department, Dt: 10.10.2006
4. U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department,
Dt: 20.11.2008.
5. U.O.Note No.30581/RTIA/GPM&AR/12, G.A. (GPM&AR) Department,
Dt: 27.09.2012.

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ORDER :-

Whereas, Section 4 (1)(b) of the Right to Information Act, 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation and in pursuance of the orders issued in the reference 3rd read above, the revised information in respect of Finance (W&P) Department is herewith published as noted in the Annexures to this order. The said information shall be updated once in a year **as per clause 17 of 4(1)(b)**.

3. Copy of this order is available on Internet and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L. PREMACHANDRA REDDY
SECRETARY TO GOVERNMENT

To

All Officers in Finance (W&P) Department.

The Director of Works Accounts, Hyderabad.

The General Administration (I & PR) Department.

The General Administration (GPM & AR) Department.

Copy to:-

All Sections in the Department.

All Departments of Secretariat.

P.S. to Secretary, A.P. Information Commission,
HACA Bhavan, Nampally, Hyderabad.

P.S. to Secretary, Finance (W&P) Department.

P.S. to Chief Secretary.

P.S. to Principal Secretary to C.M.

P.S. to M (Finance)

SF/SC.

// FORWARDED :: BY ORDER //

SECTION OFFICER

Chapter – 1

Introduction

The right to Information Bill 2005 was passed by the Houses of Parliament received the assent of the President of India on 15.06.05 and it was published as Right to Information Act 2005 in the Gazette of India vide No. 25 on 21.06.2005 and it has come into force with effect from 15.06.2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act i.e., by 23.09.2005/12.10.2005.

Section 4 (1) (a) of Act Casts on obligation on each public authority to maintain records. This section reads as follows:

“Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.”

Section 4 (1) (b) of the Act Casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public information officers and Assistant Public Information Officer and appellate officers etc.

Chapter 2
Organization, Functions and Duties
[Section 4 (1) (b) (i)]

2.1 Particulars of the organization functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	Finance (Works & Projects) Department	‘D’ Block, 1 st Floor, A.P. Secretariat, Hyderabad 500022.	The business transacted by the Department is as specified in the 1 st schedule under Rule 4 of A.P. Business Rules and Secretariat. Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the Constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions

Chapter 3

Powers and Duties of Officers and Employees

[Section 4 (1) (b) (ii)]

1. Secretary to Government:

He is the Official Head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the Transaction of Business in the Department. He exercise general supervision and control over the staff under him and he is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of Business in the Department. One or more Additional Secretary to Government / Deputy Financial Adviser usually assist the Secretary to Government.

2. Deputy Financial Adviser & Ex. Officio Deputy Secretary to Government:

The Deputy Financial Adviser & Ex. Officio Deputy Secretary to Government occupies a position almost identical with that of Secretary in regard to subject allotted to him and can send cases for orders direct the Minister or to the Governor. The Secretary to Government remains responsible for the subjects allotted to Deputy Financial Adviser & Ex-Officio Deputy Secretary to Government.

3. Assistant Secretary to Government / Assistant Financial Adviser:

The Assistant Secretary to Government exercise control over the Sections placed in his charge with regard with regard to dispatch of business and in regard to maintaining discipline in the Sections.

4. Section Officer:

The Section Officer is incharge of a Section in the Department. Two Assistant Section Officers assist him. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The training of the Assistant Section Officers under him is one of his principal functions. He himself undertake to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.

5. Assistant Section Officer:

The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of routing and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying dispatching and indexing.

6. Stenographers:

The Stenographers working as Private Secretaries to Principal Secretary / Secretary to Government do shorthand work for them. The Stenographers working for Deputy Financial Adviser to do shorthand work to them and such other items of work as are entrusted to them.

Chapter 4

Procedure followed in Decision – making Process

[Section 4 (1) (b) (iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision making process	Designation of Final decision-making authority
Goal-setting & Planning Budgeting Formulation of programmes, schemes and projects	Schemes pertaining to Irrigation Projects will be scrutinized and consent of this department will be given on satisfaction	On receipt of the file from Irrigation Department with all necessary documents, the file be scrutinized with reference to existing codes and rules in necessary consent is accorded	Secretary to Government
Recruitment/hiring of personal			
Release of funds	Funds pertaining Irrigation Department will be released	On receipt of requested received from I & CAD Department for release of funds for various schemes, the requested will be processed as per the existing rules and Finance (BG) Department instructions	Secretary to Government
Implementation / delivery of service /utilization of funds Monitoring of evaluation Gathering feedback from public			

Chapter 5

Norms set for the Discharge of Functions [Section 4 (1) (b) (iV)]

Section	Name of the Officers	Subject
	Sri P. Kesava Rami Reddy, Deputy Financial Adviser & Ex- Officio Deputy Secretary to Government.	All Subjects of Works & Projects Department
	Sri C.A. Seshu, Assistant Financial Advisor	All the matters relating to F2,F3, F4, F5, and F7
	Sri M. Subba Rao, Assistant Secretary to Government & Drawing Officer	All matters relating to F8, F9 Sections, OP-Section and Claims, in regard to Establishment, Purchases, Salaries etc.,

Section	Name of the Section Officers / Asst. Section Officers	Subject
OP	<i>Sri B. Satyanarayana, Section Officer</i> ASO. 1 ASO.2 ASO.3	Establishment matters of all Officers and all staff members including class IV. Sanction of increments, sanction of EL etc correspondence with GAD relating to the above staff members. Annual property statements of staff members and their ACRs. Further continuance of staff. Loans & advances like Festival, Education, Marriage, Motor cycle, HBA etc., of all the Officers and staff members. Purchases- Furniture, stationery and stores items etc. Maintenance of Attendance registers of the Officers and all staff members and their C.L. Accounts /sheets. All contingent bills like Newspapers, Telephone, Hire vehicle, petrol bills etc., Maintenance of imprest Accounts, Misc. bills like hotel bills etc., RTI Act, Matters relating to Secretaries meeting. Furnishing of information on LAQ's, file disposal, furnishing of fortnightly reports to GAD etc., Correspondence with GAD & other depts., Other than service matters.
F2	<i>Smt K.S.L. Padmavathi, Section Officer</i> ASO.1	All matters relating to NSP, KDS and any other project in NSP area, Prakasam Barrage, Pulichintala Project, Veligonda Project and any other work entrusted from time to time.

	ASO.2	All matters relating to PJP, Kalwakuthi L.I.S., Bhima Lift Irrigation and Rajolibanda Diversion Scheme, Nettonpadu lift Irrigation Scheme (JLIS) and any other work entrusted from time to time.
F3	<i>Sri. A Madhavakrishna Rao, Section Officer</i> ASO.1 ASO.2	Clarification on files received from I&CAD Department and release of LOCs under PLAN & Non-Plan for the Andhra and Rayalaseema Regions and other related matters pertains to the concerned projects and any other work entrusted from time to time. Correspondence on Codification, Issuance of clarification on Accounting matters, AG correspondence in regard to Accounting subject, all issues related with DOWA on Organizational and payment instructions, Release of LOCs under PLAN and NON-PLAN for Telangana and other related matters pertains to the concerned projects and any other work entrusted from time to time.
F4	<i>Smt. M. Saritha, Section Officer</i> ASO.1 ASO.2	All matters relating to SRBC & All Matters related to Devadula Project, Sripada Sagar Project (Yellampalli Project) under Godavari Water utilization Authority (GWUA). All matters relating of SRSP Stage.I & II, Kadam and Inhcampally, Flood Flow Canal, Singur, Nizam Sagar Project and any other project in Godavari Basin in Telangana Area and any other work entrusted from time to time.
F5	<i>Smt S.A. Satyavathi, Section Officer</i> ASO.1 ASO.2	NSRSP, SLBC, AMRP,PABR, Chitravathi Balancing Reservoir and Dindi Balancing Reservoir any other work entrusted from time to time. TBP HLC Stage.I & II, KC Canal, TBP LLC, M.P.South Canal, Sunkesula Barrage, Ahoobilam Reservoir, Alagnoor Balancing Reservoir and Pulivendula Branch Canal, Micro Irrigation – Pilot Project and Alem Branch Canal and any other work entrusted from time to time.

F7	<i>Sri R. Bhaskar Raju Section Officer.</i>	
	ASO.1	SACB, GDS, YRS, VDP Stage.I & II, Polavaram L.I.S, Tadipudi L.I.S, Thotapalli L.I.S, Godavari Barrage & any other project in Godavari Basin in Andhra area and any other work entrusted from time to time.
	ASO.2	Telugu Ganga Project, Somasila Project, Penna Reservoir Canal, GNS, HNSS, Guru Raghavendra & any other project in Rayalaseema and any other work entrusted from time to time.
F8	<i>Sri C. Nagabhushana Sastry, Section Officer.</i>	
	ASO.1	All matters of machinery and materials including disposal of surplus machinery and materials, General and all matters relating to works and any other work entrusted from time to time.
	ASO.2	ACB, Vigilance cases and related matters and any other work entrusted from time to time.
F9	<i>Sri Y. Prabhakara Rao, Section Officer</i>	
	ASO.1	All matters related to NMR & work charged establishment, PAC matters, Project working committees, Consultative committees & any other work entrusted from time to time.
	ASO.2	Staff sanctions of Works Accounts Organisation, diversion, formation of JDWA & PAO/APAO offices, all service matters related to Non-Gazetted staff and all proposals of Director of Works Accounts on organization matters & any other work entrusted from time to time.
Claims	<i>Smt K. Ashalatha, Section Officer</i>	
	ASO.1	Pay bills and Supplementary bills, Maintenance of imprest including disbursement of salaries etc., Maintenance of relevant registers and records and any other work entrusted from time to time.
	ASO.2	All other bills including maintenance of relevant records, registers etc., and any other work entrusted from time to time.
IOC	<i>Sri N. Chandrasekhara Rao, Section Officer</i>	I.O.C. and any other work entrusted from time to time.

Chapter 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4 (1) (b) (V) & (Vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging function in the following format.

Sl.No.	Description	Gist of contents	Price of the publication if priced
1.	PAO, Manual	Details the procedure being followed in discharge of the duties of officers and employees of bills received from Works Department and issue of cheque, it also gives various types of records being maintained in JDWA/PAO offices	Rs.125/-

Chapter 7

Categories of Documents held by the Public Authority under its Control

[Section 4 (1) (b) (Vi)]

Not applicable to this Department as it is an Advisory Department to I & CAD Department.

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation there of

[Section 4 (1) (b) (Vii)]

Not applicable to this Department as it is an Advisory Department to I & CAD Department.

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[Section 4 (1) (b) (Viii)]

Not applicable to this Department as it is an Advisory Department to I & CAD Department.

Chapter 10

Directory of Officers and Employees

[Section 4 (1) (b) (ix)]

Sl. No.	Name of the Office/ Administrative Unit	Name, Designation & Address of Officer / Employees	Telephone & FAC Office Tel. Residence Tel	E-Mail
1.	Finance (Works & Projects) Department	Sri L. Premachandra Reddy, I.A.S, Secretary to Government.	23452641 (O) 23413399 (R) 9849084899(M) 23450045 (F)	
2.		Sri P. Kesava Rami Reddy, Deputy Financial Adviser & Ex-Officio Deputy Secretary to Government.	23452854 (O) 23518444 (R) 9912258444(M)	
3.		Sri C.A. Seshu, Assistant Financial Adviser	23450111(2514) 9989334997(M)	
4.		Sri M. Subba Rao, Assistant Secretary to Government & Drawing Disbursing Officer	23450111(2574) 9949357621(M)	

Chapter 11

**The Monthly remuneration received by each of officers and employees,
including the system of compensation as provided in regulations.**

[Section 4 (1) (b) (x)]

Sl. No.	Name of the Officer / Employee	Designation	Emoluments per month (Rupees)
1	L. Premachandra Reddy, I.A.S	Secretary to Government	1,06,294
2	P. Kesava Rami Reddy	Deputy Financial Adviser & Ex-Officio Deputy Secretary to Government	84,422
3	C.A. Seshu	Assistant Financial Adviser	
4	M. Subba Rao	Assistant Secretary to Government	50,733
5	R. Bhaskar Raju	Section Officer	28,769
6	Y. Prabhakara Rao	Section Officer	48,553
7	A. Madhava krishna Rao	Section Officer	39,477
8	M. Saritha	Section Officer	29,395
9	B. Satyanarayana	Section Officer	44,868
10	S.A. Satyavathi	Section Officer	44,943
11	K.S.L. Padmavathi	Section Officer	39,477
12	K. Ashalatha	Section Officer	48,493
13	C. Nagabhushana Sastry	Section Officer	34,547
14	N. Chandrasekhara Rao	Section Officer	27,930
15	K. Varaprasada Rao	P.S to Secretary to Government.	34,827
16	N. Madhava Raju	S.C. Steno	34,867
17	Chukka Ramulu	Assistant Section Officer	44,553
18	D. Lakshmi	Assistant Section Officer	36,133
19	E. Srinivas Raju	Assistant Section Officer	30,559
20	T.N.R. Mohan Rao	Assistant Section Officer	30,509
21	T. Lakshmi Devi	Assistant Section Officer	31,459
22	V. Saradamba	Assistant Section Officer	39,122
23	R. Rajya Lakshmi	Assistant Section Officer	25,901
24	M. Bhagya Lakshmi	Assistant Section Officer	22,322
25	K. Rambabu	Assistant Section Officer	22,322
26	Ch. Venkata Lakshmi	Assistant Section Officer	22,322
27	T. Satyanarayana	Assistant Section Officer	28,119
28	R. Viswanadham	Assistant Section Officer	26,663
29	G. Aivelu	Jr. Steno	16,566

30	G. Ramsingh	DR & T Asst.	37,063
31	S. Gouse Pasha	Record Asst.	23,838
31	S. Rama Goud	Record Asst.	29,681
33	M. Srinivas	Record Asst.	24,508
34	P. Venkateswarlu	Driver	25,559
35	Munnalal	Roneo Operator	30,609
36	R.G. Shankaraiah	Jamedar	23,868
37	Md. Hafeez Ali	Jamedar	29,666
38	A. Prasad	Office Subordinate	28,119
39	B. Shankar	Office Subordinate	28,908
40	G. Krishna	Office Subordinate	26,798
41	J. Ramesh	Office Subordinate	27,520
42	M.G. Mallikarjun Yadav	Office Subordinate	20,693
43	Md. Shakeer	Office Subordinate	20,693
44	G. Vijayalakshmi	Office Subordinate	12,752
45	A. Ajay Kumar	Office Subordinate	11,720

Chapter 12

The Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

[Section 4 (1) (b) (xi)]

The Finance (Works & Projects) Department is a Advisory Department to I & CAD Department. The Budget allocated to Finance (Works & Projects) Department during the financial year 2011-2012 is as follows:-

Demand IX				
2052-Secretariat General Services MH. 090- Secretariat S.H.(20) Finance (Works & Projects) Dept.			(Rupees in thousands)	
Sl. No.	Detailed / Sub-Detailed Head	B.E-2012-13	Expenditure up to 10.10.2012	Balance
1	2	3	4	5
1	110/111 Travelling Allowance	1,33	39	94
2	130/131 Service Postage, Telegram and Telephone Charges	2,75	84	1,91
3	130/132 Other Office Expenses	7,89	5,55	2,34
4	130/134 Hiring of Private Vehicles	5,58	3,08	2,50
5	240 Petrol, Oil and Lubricants	3,32	2,27	1,05
6	280/281 Pleaders Fee	10	4	6
7	300 Other Contractual Services	5,75	2,82	2,93
8	310/318 Obsequies charges	--	--	--
9	510/511 Maintenance of Office Vehicles	1,50	1,00	50

Chapter 13

Manner of execution of subsidy programmes

[Section 4 (1) (b) (xii)]

-NIL-

Chapter 14

Particulars of recipients of concessions, permits or authorization granted by the public authority

[Section 4 (1) (b) (xiii)]

-NIL-

Chapter 15

Information available in electronic form

[Section 4 (1) (b) (xiv)]

Electronic format	Description	Contents of title	Designation & Address of custodian of information (held by whom)
Website	www.aponline.gov.in	GO's Act	IT & C Department.

Chapter 16

**Particulars of facilities available to citizens for obtaining information,
including the working hours of a library or reading room, if maintained for
public use**

[Section 4 (1) (b) (xv)]

-NIL-

Chapter 17

Names, Designations and other Particulars of Public Information Officers

[Section 4 (1) (b) (xvi)]

Public Information Officer

Sl. No.	Name of the Office / Administrative Unit	Name & Designation of PIO	Telephone & FAC Office Tel. Residence Tel FAX	E-Mail
1.	Finance (W&P) Department	Sri P. Kesava Rami Reddy, Deputy Financial Adviser & Ex-Officio Deputy Secretary to Government.	23452854 (O) 23518444 (R) 9912258444(M)	

Assistant Public Information Officer

Sl. No.	Name of the Office / Administrative Unit	Name & Designation of PIO	Telephone & FAC Office Tel. Residence Tel FAX	E-Mail
1.	Finance (W&P) Department	Sri M. Subba Rao, Assistant Secretary to Government.	23450111(2574) 9949357621(M)	

Appellate Authority

Sl. No.	Name of the Office / Administrative Unit	Name & Designation of PIO	Telephone & FAC Office Tel. Residence Tel FAX	E-Mail
1.	Finance (W&P) Department	Sri L. Premachandra Reddy, I.A.S, Secretary to Government.	23452641 (O) 23413399 (R) 9849084899(M) 23450045 (F)	

Chapter 18

**Information as may be prescribed and thereafter update these publications
every year**

[Section 4 (1) (b) (xvii)]

-NIL-